

# How to Have a Block Party

Residential streets may be closed for 3-4 hours to hold a neighborhood party involving residents in a block or specific area. Residents are encouraged to contact the Police Station in their area for advice and support on organizing a safe event.

- Patrol North  
350-3400
- Patrol South  
350-3440
- Patrol East  
350-3420
- Patrol West  
350-3460

Name, address and signatures should be obtained from all residents on the street whose driveway access will be closed. No special form is needed. The purpose is to notify and obtain permission from the residents for the street closure.

The paper should also list the name of a contact person, date, time and location of the block party. The party requesting the street closure is responsible for any damages to people or property.

The paper including the signatures and block party information may be delivered in person, sent by mail, or faxed (858-7712) to the City Manager's Office at least five (5) days prior to the event.

## **City Manager's Office**

City Hall – 13th Floor  
455 N. Main  
Wichita, KS 67202

A letter of confirmation will be returned to the sender. Police, Fire, and Transit Departments will be copied on the confirmation letter for their information.

Residents are responsible for renting or borrowing the necessary regulation barricades and flashers to close the street. Places to rent barricades are listed in the yellow pages (or you may borrow from a contractor, if feasible). The City does NOT provide barricades. In addition, the City authorizes only the use of regulation barricades. (No vehicles, bales of hay, rope, sawhorse, etc.)

For other questions, please call 268-4351